

**STATE NEED GRANT PROGRAM MANUAL
2005-2006
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**WASHINGTON STATE NEED GRANT PROGRAM
INSTITUTION CODES
2005-2006**

1010	University of Washington	4440	Peninsula College
1020	*Washington State University	4370	Pierce College
<hr/>		4450	Seattle Central Community College
2030	Central Washington University	4480	Shoreline Community College
2040	Eastern Washington University	4490	Skagit Valley College
2050	The Evergreen State College	4420	South Puget Sound Community College
2060	Western Washington University	4470	South Seattle Community College
<hr/>		4500	Spokane Community College
2080	North Idaho College	4510	Spokane Falls Community College
<hr/>		4520	Tacoma Community College
3080	Antioch University	4530	Walla Walla Community College
3090	Bastyr University	4540	Wenatchee Valley College
3100	*Cornish Institute	4550	Whatcom Community College
3120	*Gonzaga University	4560	Yakima Valley College
3280	*Henry Cogswell College	<hr/>	
3110	*Heritage University	5700	Bates Technical College
3130	*Northwest University - Kirkland	5710	Bellingham Technical College
3240	Northwest College of Art - Poulsbo	5720	Clover Park Technical College
3140	*Pacific Lutheran University	5730	Lake Washington Technical College
3150	*Saint Martin's University	5740	Renton Technical College
3160	Seattle Pacific University	5750	Seattle Vocational Institute
3170	Seattle University	<hr/>	
3190	*University of Puget Sound	6820	Art Institute of Seattle
3200	Walla Walla College	6810	*Bryman College
3210	*Whitman College	6890	*Clare's Beauty College
3220	*Whitworth College	6850	*Court Reporting Institute
<hr/>		6770	*Crown College
4300	Bellevue Community College	6740	*Divers Institute of Technology
4310	Big Bend Community College	6780	*Gene Juarez Academy
4580	Cascadia Community College	6970	Glen Dow Academy
4320	Centralia College	6760	*Interface Computer School
4330	Clark College	6750	International Air Academy
4340	Columbia Basin College	6700	ITT Technical Institute - Seattle
4350	Edmonds Community College	6710	ITT Technical Institute - Spokane
4360	Everett Community College	6840	Perry Technical Institute
4380	Grays Harbor College	<hr/>	
4390	Green River Community College	*Semester payment institutions.	
4400	Highline Community College		
4410	Lower Columbia College		
4460	North Seattle Community College		
4570	Northwest Indian College		
4430	Olympic College		

STATE NEED GRANT FOR LESS-THAN-HALFTIME STUDENTS

At the time this manual went to print, the Legislature was considering a bill (HB 1345) authorizing a pilot project that permits students taking as few as four credits to receive the State Need Grant (SNG). If the legislation is adopted and funded it will require changes to a number of references in this manual. Those references are asterisked throughout the manual.

The features of the proposed legislation are:

1. A pilot project that may start as early as the fall 2005 term and continue through 2006-07. The state budget has proposed a funding level of \$250,000 per year.
2. The Board may select up to ten colleges to participate in the pilot.
3. Although the details of the program—if passed and funded—will need to be developed, it may mean that there will be changes to several reports and procedures including payment requests and Interim Reporting forms. The funds may need to be requested and monitored separately from other SNG funds. The SNG manual is asterisked to denote the forms and procedures that may need changes.
4. The Board is to make a report to the higher education committees of the Legislature by December 2006.
5. The report will include an assessment of the need for the program, the number of eligible students, and estimates of costs for a permanent statewide program.

UPDATES FOR 2005-06 STATE NEED GRANT MANUAL

Notify the Board regarding changes at sites or branches that involve SNG eligible students.

Any findings or discoveries resulting from program reviews or audits should be sent directly to the HECB. See Chapter I.

SNG Award Can Not Exceed Tuition and Fees.

The exception to allow SNG awards to exceed tuition and fees by \$50 was written into the WAC as a one-biennium exception. This exception will sunset on June 30, 2005. See Chapter II.

Clock-Hour School Satisfactory Progress Policy.

For clock hour students, satisfactory progress is defined as the completion of all the hours for which the SNG payment was made. There is no routinely-approved probationary period, although individual schools may petition the Board for one. See Chapter III.

Transfer fund procedure change.

The originating school no longer has to be part of the transfer fund request process. Transfer funds can now be requested electronically. Note: Transfer funds can only be utilized for transfer students who actual enroll at your institution. See Chapter IV.

Student ID numbers can now be included in the interim report data.

A student ID number can now be added to the end of the student data submitted in the interim/reconciliation report. See Chapter V.

Unserved student data needs to be accurate.

Please verify that the students in your unserved data population are all enrolled and SNG eligible before submitting your interim/reconciliation report. See Chapter V.

Clock-Hour School Payment Instructions.

A special section has been added to Chapter VII regarding clock-hour school procedures.

Accelerated repayment account referral option for public institutions.

Public institutions are encouraged to refer repayment accounts to the HECB shortly after the initial repayment notification has been sent to the student **if** the institution does not intend to pursue any further collection activity on the account.

Partial terms will no longer be reinstated as payments are made towards a repayment liability.

Only after an entire term repayment has been repaid will a term be reinstated to a student.

**WASHINGTON STATE NEED GRANT
2005-2006 PROGRAM TIMELINES**

May 1, 2005	Request for items to support the “Institutional Agreement to Participate” mailed out
July 5, 2005	Begin requesting funds for summer (1 st term) and fall terms
August 2005	Updated Archive Check Report with 2004-2005 awards available on HECB password-protected website*
September 2005	Request staff contact updates from financial aid administrators
October 24, 2005	Private institutions receive SNG Reconciliation of Records TRIO Reconciliation of Records uploaded onto secure site
November 4, 2005	Private - Reconciliation and Fall Interim Reports due Public - Fall Interim Report due
November 2005	LEAP/SLEAP letters mailed to private and proprietary institutions
December 2005	Supplemental funding and deobligation survey to institutions
January 23, 2006	Private institutions receive SNG Reconciliation of Records TRIO Reconciliation of Records uploaded onto secure site
February 3, 2006	Private - Reconciliation and Winter Interim Reports due Public - Winter Interim Report due
February 2006	Supplemental Funding Award notice to institutions
April 15, 2006	Transfer funds available until this date
April 24, 2006	Private institutions receive SNG Reconciliation of Records TRIO Reconciliation of Records uploaded onto secure site
May 5, 2006	Private - Reconciliation and Spring Interim Reports due Public – Spring Interim Report due
June 9, 2006	Private institutions - Final request for funds
June 19, 2006	Private institutions receive Reconciliation of Records
July 1, 2006	Public institutions - HECB will mail Reconciliation of Records form
July 10, 2006	Private - Reconciliation and Year End Interim Reports due Public - Reconciliation and Year End Interim Reports due
August 2006	Updated Archive Check Report with 2005-2006 awards available on HECB password-protected website*
September 2006	Request staff contact updates from financial aid administrators

**Contingent upon receipt of completed Reconciliation of Records from institutions.*

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HECB secured password-protected financial aid website located at:

<https://fortress.wa.gov/hecb/secure/login.asp>

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